



## SUBMITTAL PACKAGE INSTRUCTIONS FOR APPROVAL TO DECOMMISSION WATER AND/OR WASTEWATER TREATMENT/REUSE FACILITIES

A certificate of *Approval To Decommission* (ATD) must be obtained from the Maricopa County Environmental Services Department (MCESD) prior to decommissioning work being started on a project.

This submittal package instruction sheet is to be used to apply for an ATD for the following types of projects:

- Water Treatment Facilities
- Wastewater Treatment Facilities
- Non-Hazardous Liquid Waste Facilities
- Well Head Treatment Systems
- Recharge/Recovery Facilities
- Reclaimed Water Reuse Systems
- Disposal System/Wetlands
- Odor Control Systems/Facilities
- Related Treatment Facility Components

### A. SUBMITTAL PACKAGE:

Each project to be reviewed and approved by the MCESD for ATD must be submitted with a transmittal letter, an application, a check for the initial review fee and the relevant documentation.

Multiple projects cannot be submitted on a single application. However, a project may have multiple components bundled into a single project. For example, a reclaimed water project may include a recharge basin, recovery well, storage reservoir, and booster pump station components.

#### 1. Submittal Package Check List:

- ☐ Transmittal Letter
- ☐ Check for the Initial Review Fee
- ☐ Application for Approval To Decommission Water and/or Wastewater Treatment/Reuse Facilities
- ☐ Documentation (\*must be signed and stamped by a Professional Engineer):
  - Engineering Design Report\*
  - Design Drawings\*
  - Technical Specifications\*
  - Engineering Calculations\*
  - Reports and Studies
  - Other Documentation

MCESD Water and Wastewater Treatment Program staff prefer working with reduced size drawings for the preliminary review and approval set of Design Drawings. However, if the level of detail on the drawings is very complex and is not discernable on reduced-size drawings, then full size drawings should be submitted. All other documentation should be submitted in a binder and be 8-1/2" x 11" letter size sheets.

Normally only one copy of the documentation is required for the plan review. Additional copies may be required if portions of the project need to be reviewed by other programs within MCESD.

#### 2. Submission and Contact Information:

Send the submittal package to:

Maricopa County Environmental Services Department  
Water and Wastewater Treatment Program  
1001 North Central Avenue, Suite 150  
Phoenix, AZ 85004-1940

If you have any questions please contact the MCESD at the following telephone, fax or e-mail address:

Telephone: (602) 506-6666  
Facsimile: (602) 506-6925  
E-Mail: [name@mail.maricopa.gov](mailto:name@mail.maricopa.gov)



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### B. FEES

Locate the fee(s) from the fee schedule table below. Projects that consist of multiple components should list the fee for each component on the transmittal letter. For example, a reclaimed water project that has recharge basin, recovery well, storage reservoir, and booster pump station components would have the following fees amounts listed on the transmittal letter:

- Recharge Basin Fee: \$150.00
- Storage Reservoir Fee: \$150.00
- Recovery Well Fee: \$150.00
- Booster Pump Station Fee: \$150.00

The total fee amount for the project (non-expedited, non-phased review) would be \$600.00.

If your application is for an expedited and/or phased review and approval please note this in your transmittal letter and on the check. Expedited reviews double the initial and maximum fee amounts. Phased reviews further double the initial and maximum fee amounts.

The check amount should be for the totalized amount of component initial fees adjusted by any expedited and/or phased review multiplier.

An expired *Approval To Decommission* certificate can be renewed once within an 18 month period from its date of expiration provided the original design plan is unchanged. The renewal fee is equal to the one-half initial fee amount that was originally charge for the project.

Fee Schedule Table – Approval To Decommission			
Project/Component Type	Amount <sup>1</sup>	Project/Component Type	Amount <sup>1</sup>
Treatment Plant: < 0.1 mgd	\$ 150.00	Recharge Basin/System	\$ 150.00
Treatment Plant: 0.1 to 1 mgd	\$ 150.00	Reuse Irrigation System	\$ 150.00
Treatment Plant: > 1 mgd	\$ 150.00	Non-Hazardous Liquid Waste Facility	\$ 150.00
Well <sup>2</sup>	\$ 150.00	Disinfection System	\$ 150.00
Storage Tank/Reservoir <sup>2</sup>	\$ 150.00	Odor Control Facility/System	\$ 150.00
Lift Pump Station <sup>2</sup>	\$ 150.00	Decommissioning Plan Review <sup>3</sup>	\$ 70.00/hr
Booster Pump Station <sup>2</sup>	\$ 150.00	Investigation <sup>3</sup>	\$ 70.00/hr

#### Notes:

- 1) The fee listed in this table is the initial fee for the review. The total fee may be more than the initial fee if the number of manhours expended on the project exceeds amount covered by the initial fee. Please consult the Maricopa County Environmental Health Code to determine the maximum fee that may be billed to a particular type of project.
- 2) This type of project is does not require an *Approval To Decommission* unless a treatment process is utilized at the facility. Please contact MCESD's Water and Wastewater Treatment Program staff before submitting this type of project.
- 3) Please contact a MCESD Water and Wastewater Treatment Program staff member before submitting this type of project.



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### C. APPLICATION FORM INSTRUCTIONS

Each section of the application form should be filled out per the following instructions:

#### 1. Project Information:

- a) **Project Name** – The project name must be the same as that appearing on the engineering documentation.
- b) **Project Description** – The project description should identify the capacity, type and quantity of equipment and other relevant details about the project. For treatment facilities identify the treatment process(es) being employed at the plant.
- c) **Project Components** – Check the box(es) identifying the applicable components for the project.
- d) **Required Permits** – Check each box where closure of permit is required for the project.

#### 2. System Information:

- a) **System Type** – Check the box identifying the applicable type of system.
- b) **System Name** – For water systems provide the Public Water System (PWS) name. For wastewater and reclaimed water systems provide the name of the Wastewater Treatment Facility (WWTF).
- c) **System ID Number** – The PWS or WWTF identification number.
- d) **Owner's Name / Contact Person** – Provide the name of the owner and the contact person for the system.

#### 3. Site Location:

Provide the name of the city or town in closest proximity to the project site, the township, range and section information of the parcel on which the project site is located and the physical address of the project site. The parcel information may be obtained from the Maricopa County Assessor's office.

#### 4. Documents Submitted with this Application:

Check the box(es) identifying each type of document submitted.

#### 5. Engineer of Project:

Provide the architect/engineering firm name, contact person's name and contact information. The architect/engineering firm must be registered with the Arizona Board of Technical Registration to submit a project to MCESD. The architect/engineer in responsible charge of the project must be registered in the State of Arizona if the value of the project is greater than \$12,500.

#### 6. Owner of Project:

Provide the owner's name, contact person's name and contact information.

#### 7. Person Authorizing Project:

The name, job title/affiliation, signature, and date information for the person authorizing this project. The person authorizing the project must be a person with fiduciary responsibilities associated with the owner of the project.

#### 8. Decommissioning Agreement:

The name, job title/affiliation, signature, and date information of the owner's representative who will be in responsible charge of this project and the estimated decommissioning start date and decommissioning completion dates for this project.